



## MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	MOTOR VEHICLES, DEPARTMENT OF	<b>RELEASE DATE:</b>	Thursday, January 7, 2010
<b>POSITION TITLE:</b>	Chief Counsel II, CEA	<b>FINAL FILING DATE:</b>	Tuesday, January 26, 2010
<b>CEA LEVEL:</b>	Chief Counsel II, C.E.A. (5873)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,631.00 - \$10,829.00 / Month	<b>BULLETIN ID:</b>	01072010_1

### POSITION DESCRIPTION

The Chief Counsel II, CEA is Deputy Director of the Department of Motor Vehicles' Legal Affairs Division and manages the activities of the department's legal offices in Sacramento and Los Angeles. The incumbent advises the Directorate and executive staff on legal strategies and implications regarding contractual matters, administrative actions, litigation, legislation, content of legal forms, rules and regulations, and may provide oral or written legal advice to other public officials or interested persons and organizations.

The Chief Counsel II, CEA prepares and presents the most difficult cases before boards and referees in matters involving violations of the Vehicle Code, and supervises the preparation and presentation of cases by staff attorneys. The incumbent acts as legal advisor to department staff in procurement and bidding, contract administration, and enforcement. In major procurements, the incumbent acts as lead in document preparation and in negotiations with bidders and may represent the department in contract protest hearings or supervise the preparation and presentation thereof by staff attorneys.

The incumbent formulates policies and procedures to ensure legally correct and timely actions; supervises the drafting of legal forms, orders, legislation, manuals, and administrative rules and regulations in cooperation with the Director and executive staff; provides a legal perspective in the development of policies and procedures; writes legal opinions as requested by the Director, Office of the Director and executive heads of departmental divisions; and reviews and approves those opinions assigned to and prepared by staff attorneys.

The Chief Counsel II, CEA represents the Director on highly sensitive legal matters and has significant delegated authority for independent decisions regarding legal matters involving the California Vehicle Code and Government Code.

The incumbent maintains liaison with the offices of the Attorney General and Legislative Counsel; consults with the Attorney General on legal problems and assists the Attorney General or other

public officials in the preparation and trial of cases; accepts service of process in all lawsuits against the department; coordinates the defense of such lawsuits with the Attorney General; and approves any and all settlements of such lawsuits.

### **MINIMUM QUALIFICATIONS**

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and

Either I One year of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Assistant Chief Counsel. Or II Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Staff Counsel, Range D; and Current employment in a class at a level equivalent to that of Senior Staff Counsel (Specialist) or (Supervisor). Or III One year of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Senior Staff Counsel (Specialist) or (Supervisor). Or IV Broad and extensive experience (more than five years) in the practice of law\*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II or III above performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II, or III.)

\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's affirmative action objectives.

### **DESIRABLE QUALIFICATION(S)**

Candidates should possess the following:

- Demonstrated experience in the effective and efficient management of a State department's legal program.
- Knowledge of the policies, procedures and activities of the Department of Motor Vehicles.
- Demonstrated decision making ability.
- Demonstrated ability to communicate with all levels within and outside the department.
- Ability to ensure accurate and timely service to all customers.
- Experience in providing service to the public and a variety of customers.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel II, CEA**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their education, training, experience, and skills. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

**FILING INSTRUCTIONS**

Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA.) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State Application (Form 678).

All applications and Statement of Qualifications must be received no later than the final filing date of January 26, 2010. You may fax a copy of your application and Statement of Qualifications to ensure receipt by the Selection Services Unit to Ted Summerfelt at (916) 657-5764.

If a faxed copy of the application and Statement of Qualifications was sent to the Selection Services Unit, you must mail the original application and Statement of Qualifications post marked no later than the final filing date to: Ted Summerfelt, Department of Motor Vehicles, Selection Services Unit, P.O. Box 932315 – Mail Station G208, Sacramento, CA 94232-3150.

Applications delivered in person must be placed in the Examination Drop Box by 5:00 p.m. on the final filing date. Applications received via interoffice mail after the final filing date will not be accepted.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

MOTOR VEHICLES, DEPARTMENT OF, Selection Services/Administrative Services Division

P.O. Box 932315 - Mail Station G208, Sacramento, CA 94232-3150  
Ted Summerfelt | (916) 657-5764 | tsummerfelt@dmv.ca.gov

**ADDITIONAL INFORMATION**

You may hand deliver your application to the Department of Motor Vehicles - Selection Services Unit at 2570 24th Street, 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s5/s5871.txt>